

**General Services Administration
FEDERAL CIVILIAN AGENCIES FREIGHT COMMITTEE
Meeting Minutes
June 18, 2001**

Attendees:

Allen, John, USPS	DeForest, Carey, GSA	Lundy, Pierre, VA
Allison, Beth, GSA	Demarcki, Al, EPA	Mixon, Norman, DOS
Bembenek, Ted, GSA	Denny, Marlene, GPO	Mooney, Michael, GPO
Blazey, Les, HHS	Eckroth, Sharon, GSA	O'Connell, Kathy, GPO
Blue, Velvet, GSA	Estep, Pat, BBG	Price, Ray, GSA
Braxton, Eva, GPO	Fant, Sheila, EPA	Satterthwaite, Marlene, NASA
Brown, Betty, GSA	Fitzgerald, Jim, GSA	Scheer, Frank, USPS
Brown, Danita, SSA	Gaither, Beatrice, SSA	Sias, Edward, USCG
Chaney, Jeff, SSA	Graige, Donna, GSA	Tucker, Larry, GSA
Christ, Jim, USCG	Green, Clint, NASA	Twyman, Larry, GPO
Cicala, Tony, GSA	Goldman, Art, USDA	Vasse, Alan, SSA
Clayton, Robert, GSA	Harrison, Mary, GPO	Washington, Darrell, USGS
Cohens, Zilphy, GPO	Hodges, Jessie, GSA	Washington, Donna, GPO
Cole, Sharon, GPO	Howlett, Christine, GPO	West, Carolyn, GSA
Davis, Ed, GSA	Jones, Elise, GPO	Woodland, Patricia, NARA
	Loewner, Rocky, FEMA	

Dick Hoffman, Senior Program Analyst, Travel and Transportation Management Division, GSA Central Office, serving as facilitator for the meeting, welcomed attendees and began the meeting at 8:37AM. He first covered some administrative details and went over the agenda for the rest of the meeting. Dick told attendees that GSA is the official traffic manager for the government--that GSA is industrially funded and user agencies therefore must pay a fee for our services. He also announced that GSA is ready and willing to do a cost analysis for any agency interested in our freight management program to see if our services would benefit them. Dick is the contact point for any agency interested in having us conduct a cost analysis for them. Dick then introduced Robyn Bennett and Carey DeForest, from GSA's Region 6 Office in Kansas City, MO to talk about GSA's freight management program.

General Freight Program Issues. Robyn Bennett told attendees that ALK Technologies mileage has been added to the Interagency Traffic Management System (ITMS). A user can now enter the origin and destination and retrieve the mileage. When the new RFO becomes effective on November 1, 2001, transportation service providers will have their offers calculated using ALK PC Miler mileage software. Robyn then explained the three ITMS quick reference guides developed for the May 2001 GSA EXPO in Orlando, FL, and provided as a handout to all Freight Committee meeting attendees. These brochures provide a good overview of ITMS and explain how to use it. Robyn closed with an actual demonstration of ITMS on the WEB: <http://www.r6.gsa.gov/fss/fsstt/>.

Future of GSA's Freight Program. Donna Graige, Program Analyst, GSA Central Office based in Denver, provided a detailed historical perspective of the evolution of the transportation process into today's model. She presented information on GSA's Transportation Management Services Solution (TMSS) under development. Arthur Anderson now is studying the current ITMS and preparing a risk assessment and recommendation for instituting a state-of-the-art system that will allow us to provide our customers a seamless, electronic, real-time transportation management solution.

Elimination of, and Alternatives to, the SF 1103 & SF 1203, Paper Form GBLs. Sharon Eckroth, Director, Travel and Transportation Management Division, GSA Region 9, San Francisco, CA and Elizabeth Allison, Program Analyst/Team Leader, GSA Transportation Management Policy Division, Office of Governmentwide Policy, Washington, DC spoke on the fast approaching GBL retirement deadline of September 30, 2001. On that date agencies no longer will be able to use either the paper form SF 1103 Government Bill of Lading or SF 1203 Government Bill of Lading—Privately Owned Personal Property for domestic shipments. Agencies may continue to use these GBLs for international shipments, including shipments to Alaska, Hawaii and Puerto Rico. Additionally, if an agency wishes to transition to the electronic bill of lading for international traffic, it may do so. Attendees received a handout depicting the new electronic bills of lading GSA is developing for agencies to use. Beth Allison will post both newly created electronic forms in the Federal Register. Once these forms have been approved for use, they will be available to GSA customers on GSA's transportation websites: (1) <http://www.r6.gsa.gov/fss/fsstt/>; and (2) <http://www.fss.gsa.gov/transtrav/> and on GSA's forms library website <http://www.fillform.gsa.gov>. Sharon discussed the need to protect the Government's interests as well as requirements for accountability and tracking. A comment was offered that the carrier industry appears confused over this issue. Beth Allison responded that GSA is working with the carrier industry during this transition period to eliminate any confusion.

Revision of Optional Form 280. Dick Hoffman briefed attendees on GSA's efforts to revise Optional Form 280, the form traditionally used by the transportation service provider industry for the offer and acceptance of transportation services on behalf of non-DOD agencies. Dick addressed changes that will be incorporated in the revised form, including reference to CFR provisions that apply to Government shipments. The form will be available in the GSA forms library website, <http://www.fillform.gsa.gov/>, after final approval. Beth Allison will have the revised form printed in the Federal Register after GSA's Forms Office has cleared the changes.

Transportation Audit Issues. James Fitzgerald, Director, Audit Division, GSA Central Office, spoke on the requirement for agencies to perform a prepayment audit of all transportation billings. All agencies should be performing this audit or have submitted a plan to conduct the audit. Jim noted that there have been no changes in regard to the postpayment audit, and reminded attendees that all original paid documents must be sent to GSA for audit. Jim also explained that agencies can effectively use Government contractor-issued charge cards to pay for authorized transportation charges.

Transportation Management Regulations FMR 102-117 & 118. Ted Bembenek, Director, Transportation Management Policy Division, GSA Office of Governmentwide Policy, spoke on a range of transportation policy issues. He said 14 Cabinet level Departments and 110 Independent Agencies spend \$13 to \$15 billion dollars annually on transportation under Object Class 22. Although GSA no longer is a mandatory source for transportation services, our agency does offer government activities flexibility and choice. Ted discussed third party logistics providers, such as GSA's own FSS and DOD and said agencies also may "do it yourself". In addition, he addressed audits for management control, retirement and replacement of the GBL, and the institution of electronic billing and paying systems by 2003. He stated that a major goal/objective is to generate data to allow the budget process to take place in the "light of day".

New Domestic Express Delivery Services Contract. Blaine Jacobs, Travel and Transportation Management Division, GSA Central Office, discussed both GSA's new Domestic Express Delivery Services Multiple Award Schedule (DOMEX) and the World Wide Express (WWX) contract administered by DOD. Blaine explained that GSA's Administrator delegated DOD authority to contract for international small package shipping requirements for Federal Civilian agencies. Blaine said that DOD use of WWX is mandatory; other federal agencies become mandatory users by signing up for the program. The WWX contract is for one year, plus two one-year renewal options. Blaine then discussed GSA's new DOMEX Multiple Award Schedule which becomes effective on August 16. Agencies may place orders directly against the Multiple Award Schedule or use one of GSA's BPA options. GSA is preparing to issue a multi-agency blanket purchase agreement which will run for one year with 4 renewal options. GSA also stands ready to assist agencies in exercising their individual ordering options.

Following Blaine's presentation, Dick opened the floor to questions from the audience. Following the question and answer period, Dick told Committee representatives to mark their calendars for the next Freight Committee meeting scheduled for Thursday, October 18, 2001, in room C43, Crystal Mall Bldg. 3, starting at 8:30am; however, **due to a scheduling conflict, the next meeting date is October 10, 2001, at the same place and time.**

All Committee meeting presenters used either a PowerPoint presentation or talking notes--these are available upon request. Contact Dick Hoffman at (703)305-7969 or via e-mail at richard.hoffman@gsa.gov to request copies.